

APPLICATION PROCEDURES

1. Application Procedures – Vehicles

- 1.1 Vehicle proprietors shall make arrangements directly with the Authority approved vehicle testing stations to have vehicles examined and tested.
- 1.2 Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle is in good condition, i.e. mechanically sound; bodywork satisfactory.
- 1.3 In respect of renewal applications, vehicles shall not be examined more than 4 weeks before their licence is due to expire. However, it is recommended the examination and test is arranged at least 7 days prior to the application appointment in case the vehicle examination identifies the need for repair work and re-testing which can then be undertaken prior to the expiry of the licence.
- 1.4 Vehicle proprietors may be subject to a recharge fee by the vehicle testing station in respect of vehicles that fail the vehicle test and undergo a second examination and test.
- 1.5 If the 6 monthly compliance test is not carried out on or before the expiry date, the licence will be deemed to have expired. This means that it will be treated as a new application subject to it still meeting the age specification.
- 1.6 When submitting an application the following documents **MUST** accompany the completed application form:-

(i) **DVLA Vehicle Registration Certificate** (which must show the applicant is the registered keeper of the vehicle) or a bill of sale identifying the vehicle, seller and purchaser as long as this is accompanied by the part of registration certificate showing the year of registration of the vehicle:

(ii) **Valid Certificate of Insurance;**

(iii) **Compliance Certificate;**

and additionally for stretched limousines:

(iv) **Individual Vehicle Approval Certificate (IVA) or Single Vehicle Approval Certificate (SVA).**

2. Application Procedures – Drivers

- 2.1 Applications for hackney carriage or private hire driver licences may be made at any time of the year. Applicants shall hold a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA).

- 2.2 Applicants shall have held a full UK, EC or EEA driving licence for at least 12 months and be aged 18 years or over.
- 2.3 Holders of EC or EEA driving licences must register their non GB driving licence with the DVLA. Alternatively, they may elect to exchange the licence for a GB licence.
- 2.4 All driving licences will be checked annually with the DVLA. Licenses are required to provide the necessary "check code" to the Licensing Team.
- 2.5 An Enhanced DBS is required with all new applications and a check made by licensing officers every 6 months for existing drivers. Following the implementation of this policy, all existing drivers will be required to subscribe to the DBS Update Service at their next scheduled DBS certificate check and maintain the subscription throughout the currency of their licence.
- 2.6 The applicant will be required to provide a range of original documents to prove their identity for the Enhanced DBS certificate application. Details of acceptable identification are detailed on the Government website: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>
- 2.7 Where an applicant who has, from the age of 10 years, spent 6 continuous months or more living outside the United Kingdom, they will be required to provide a Certificate of Good Conduct from the Embassy of every country where they have lived other than the UK (after the age of 10 years old). This must be no older than 3 months at time of presentation. The Certificate of Good Conduct must be obtained and translated into English at the applicant's own expense.
- 2.8 Applicants shall make a declaration that they have a statutory right to work in the UK and any applicant that has a limited right to work shall not be issued a driver licence for a period longer than that limited period.
- 2.9 Applicants shall provide the Authority with the prescribed medical examination form completed by their own General Practitioner (GP), or a Doctor who has access to the applicant's medical history, on first application and every 3 years thereafter until aged 65 years. Once the driver has reached the age of 65 years or if they have a relevant medical condition, and annual medical will be required thereafter. The applicant will be responsible for paying the fee for the examination to the relevant surgery and for ensuring all sections are completed in full by their GP. The certification must be less than three months old
- 2.10 Applicants who are required to undertake annual medical examinations will only be issued a licence for a 1 year period.
- 2.11 The application will not be accepted unless it is complete and with all the relevant documentation.

2.12 All applications must be submitted **IN PERSON** at one of the Authority's offices. This is to enable the applicants identify to be verified and a photograph to be taken for the driver identification badge.

3. Driver Qualifications

3.1 Introduction

3.1.1 New driver applicants must demonstrate an understanding of this policy and must successfully pass all the following elements before a licence can be granted:

- A basic arithmetic test based on calculating change
- A local knowledge test of the area the district, focused on the area they propose to work in (Hackney Carriage only)
- An English language skills test (where unable to produce evidence of previous qualifications, see section 3.2)

3.1.2 First time applicants having more than 6 points (both current and expired accrued over a 4 year period) on their DVLA Driving Licence are required to pass the Lincolnshire Road Safety Partnership assessment prior to the granting of the licence.

3.2 Driver Competency Tests

3.2.1 All new drivers will be required to pass a basic arithmetic test aimed at challenging their ability to calculate change. The pass mark is 100%.

3.2.2 Applicants for Hackney Carriage or Dual Licences will be required to undertake a practical local knowledge test aimed at testing their knowledge of the local area including locations of interest e.g. railway station etc and main routes. The pass mark is 80%.

3.2.3 Applicants who can demonstrate (by producing the original certificate and/or examination transcript) that they have previously passed a relevant qualification taught and examined in English will not be required to undertake the English-language skills test.

3.2.4 It is not possible to provide an exhaustive list of all the qualifications that will be accepted - however, typical examples may include:

- GCSE or GCE O-level (grade C or higher) or Scottish Intermediate 2
- GCE A-level or Scottish Higher
- NVQ, BTEC, City and Guilds or similar vocational qualification (level 2 or higher)
- Higher education award (for example a degree, HND or HNC) qualification equivalent to any of the above, issued by a recognised examining body in an English-speaking country other than the UK a TOEFL, IELTS or ESOL qualification at CEFR level B2 or higher

3.2.5 The Authority requires qualifications which include a significant amount of verbal or written content in the English language. In all cases, the Authorised Officer's decision as to whether to accept a qualification not

listed above will be final. If a candidate does not hold one of these qualifications, or cannot produce acceptable evidence of the qualification, they will be required to undertake the speaking and listening assessment.

- 3.2.6 The assessment involves a speaking and listening assessment provided by a specialist external company which must be undertaken over the telephone at the Council offices. At the end of the test, a report will be produced (a copy of which will be provided to the applicant), with a score indicating overall ability. The applicant will also be graded separately on sentence usage, vocabulary, fluency and pronunciation, all of which will contribute to the overall score.
- 3.2.7 The Authority requires applicants to score at least 58 out of 80. This indicates that the candidate is a confident English speaker (equivalent to level B2 on The Common European Framework of Reference for Languages (CEFR) scale). Speech is generally fluent and intelligible, the applicant is able to speak fluently on a range of everyday topics and give and understand most instructions.
- 3.2.8 The applicant must have attempted all relevant elements of the competency test within one month of the Authority receiving the Enhanced DBS Disclosure Certificate.
- 3.2.9 There is no limit on the number of times the test can be taken, however, the applicant must pay the appropriate fee on each occasion (for tests and re-tests) so is advice to consider whether they require any form of training to improve their skills before taking or re-taking the test.
- 3.2.10 The English language skills test does not apply to existing drivers. However, any existing licensed driver may be required to undertake the assessment (at their own expense) where the Authorised Officer believes there are reasonable grounds to require assessment. Reasonable grounds would include instances where authorised officers have identified through enforcement activity or a substantiated complaint that a driver may have insufficient English language proficiency. Where an existing licensed driver fails the assessment, they will be referred to the Licensing Committee, this may result in a licence being suspended or revoked.
- 3.2.11 The practical local knowledge test will be undertaken in the area of the district where the expects to primarily operate. Where authorised officers have identified through enforcement activity or a substantiated complaint that an existing licensed driver may not have adequate knowledge of the area, they will be required to re-take the test at their own expense. Where an existing licensed driver fails the assessment, they will be referred to the Licensing Committee, this may result in a licence being suspended or revoked.

4 Existing Drivers

4.1 Driver renewals

- 4.1.1 Drivers who allow their licence to lapse for a period of less than 28 days, will be considered as a returning driver but will not be able to drive until the licence has been issued. They will also accrue penalty points.
- 4.1.2 All previously licensed drivers whose licences have expired for more than 28 days shall be treated as a new driver and may be required to undertake all the tests and other requirements applicable to a new driver.
- 4.1.3 Existing drivers with more than 8 points on their DVLA Driving Licence will be required to pass the LRSP **hackney carriage** or **private hire vehicle** practical driver's test within 3 months of acquiring the points or have their licence automatically suspended. In accordance with the DVLA guidelines and for the purposes of the 'fit and proper' test (sec 51, 1976 Act in respect of private hire drivers and sec 59, 1976 Act in respect of hackney carriage drivers), the points remain accountable for four years.
- 4.1.4 The Authority will carry out an annual check of DVLA licence records. Drivers must provide the relevant check code to enable this.
- 4.1.5 The applicant is required to subscribed to the DBS Update Service throughout the currency of their licence. Where an individual fails to renew their subscription they will be required to apply for a new Enhanced DBS check and register for the update service again.

5 The Consideration of Applications

- 5.1 The Authority must receive sight of the Enhanced Disclosure from the DBS. This must be submitted in a sealed envelope, marked private and confidential, for the attention of the Licensing Team. This will be viewed by an Authorised Officer who is a Counter Signatory or Lead Signatory for the DBS.
- 5.2 The Authority will not accept portability of DBS certificates that have been obtained through a different authority unless all relevant checks e.g. the Barred List checks have been obtained.
- 5.3 If satisfied from the information available that the applicant is a fit and proper person to hold a licence, the Authorised Officer has delegated power to grant the application and issue a licence.
- 5.4 A driver badge will be issued which shall remain the property of the Authority and must be surrendered if the driver licence is suspended or revoked by the Authority.
- 5.5 The badge shall be displayed on the driver's person at all times they are acting as a licensed driver.

5.6 If the Authority is not satisfied from the information available that the applicant should be granted a licence, the matter will be referred to the Licensing Committee for a hearing.